

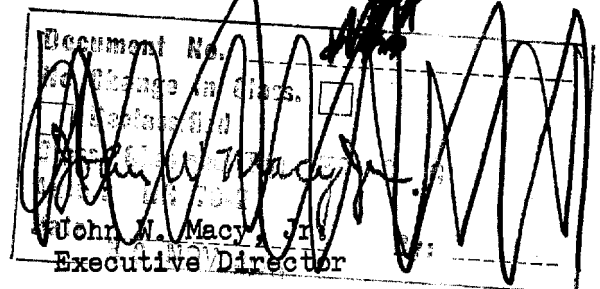
WASHINGTON 25, D. C.

February 2, 1954

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Availability of agency designees for service on Security
Hearing Boards.

1. Several agencies have advised the Commission that it is becoming increasingly difficult to set up the Security Hearing Boards provided for in Executive Order 10450. These agencies complain that frequently qualified roster members, when called upon to serve on such Boards, report they are unavailable for service because of the urgency of other official duties.
2. Roster members for service on Security Hearing Boards should be available for such service when called. Reports of unavailability for service for other than the most compelling reasons can seriously delay and impair the effectiveness of the security program.
3. It is requested, therefore, that each agency take appropriate action to assure that roster members designated by the agency are available for service when called. Roster members should be released from their obligation to serve only when justified by compelling reasons which have been approved by the appropriate official of the agency.
4. If the duties and responsibilities of any present roster member are such that he frequently will be unavailable for service on a Security Hearing Board, his name should be withdrawn from the roster and another employee should be designated.



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